

[YOUR FULL NAME]

[Professional Title | PR Specialist | Media Relations]

[Phone Number] | [Email Address]
[LinkedIn Profile URL] | [Portfolio/Website URL]
[City, State, Zip Code]

[Date]

[Hiring Manager Name]
[Title]
[Media Network/Agency Name]
[Company Address]

Dear [Hiring Manager Name],

[Introduction: State the specific position you are applying for. Briefly mention your years of experience in public relations and media networks. Include a high-level statement about your ability to drive brand narrative and manage media relationships.]

[Body Paragraph 1: Detail your expertise in media outreach, press release distribution, and relationship management with journalists or influencers. Highlight a specific achievement involving a high-profile campaign or crisis management situation.]

[Body Paragraph 2: Discuss your proficiency with media monitoring tools and analytics. Explain how you translate data into actionable PR strategies to increase share of voice and brand authority within the network's specific demographic.]

[Body Paragraph 3: Connect your skills to the specific media network's goals. Mention why their current programming or market position aligns with your professional background.]

I am eager to discuss how my network of media contacts and strategic communication skills can contribute to the continued growth of [Media Network/Agency Name]. Thank you for your time and consideration.

Sincerely,

[Your Typed Name]